


REC'D  
2-24  
AR-D-0040

27 February 1952

MEMORANDUM FOR: Assistant Deputy Director (Administration)  
FROM: Assistant Director/Personnel  
SUBJECT: Training of Employees in Personnel Pool.

1. Reference is made to memorandum dated 20 February 1952 from the Inspector General, regarding the training of personnel assigned to the Personnel Pool.

2. As far as the Personnel Office is concerned, there is no Agency policy which would preclude the training of personnel in skills which would qualify them for higher grade positions. There would be no objection from this office, but rather, it would appear to be highly desirable provided the type of training given would create skills which would be utilized in the positions to which the individuals were subsequently assigned.

  
for F. TRUBEE DAVISON

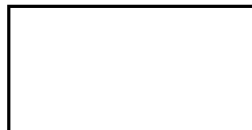
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CENTRAL INTELLIGENCE AGENCY  
WASHINGTON 25, D. C.

20 February 1952

MEMORANDUM FOR: DEPUTY DIRECTOR/ADMINISTRATION

There is a policy determined by Personnel as Agency policy that no training time will be devoted to qualifying people for work in higher grades. If we turn the Personnel Pool at D Street into a training pool, Training would like, for example, to teach file clerks typing so that their usefulness later to the Agency may be increased. This would conflict with the present policy determination. Do you have any opinion on the sense of the present policy and the desirability of changing it?



Inspector General

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OFFICIAL ROUTING SLIP

TO		INITIALS	DATE
1	A/DD/A (G)	<i>MMW</i>	<i>28 Feb 52</i>
2	<i>Tamara Smedley</i>		
3			
4			
5			
FROM		INITIALS	DATE
1	AD/P	<i>JSB</i>	2/27/52
2			
3			

<input type="checkbox"/> APPROVAL	<input checked="" type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE
<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> RETURN
<input type="checkbox"/> COMMENT	<input type="checkbox"/> PREPARATION OF REPLY	<input type="checkbox"/> DISPATCH
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> RECOMMENDATION	<input type="checkbox"/> FILE

REMARKS: To 2: I concur with the attached memorandum and underscore the last sentence.

I know from my own experience that practically all clerical and stenographic personnel, regardless of previous background and experience, must have additional "on the job" training after they enter on duty before they are really of much help. I would, therefore, emphasize the desirability of

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ity, as a matter of principle, of training in  
skills to which they are to be immediately as-  
signed.

L.K.W.